

How to Submit a Complaint Electronically

Step 1 - Accessing the Civil Events page.

After logging in to CM/ECF, click **Civil** on the Main Menu bar (see Figure 1).



Figure 1

The *Civil Events* page will display (see Figure 2).



Figure 2

Step 2 - Choosing the Case Opening Document you are submitting

(See Figure 3)

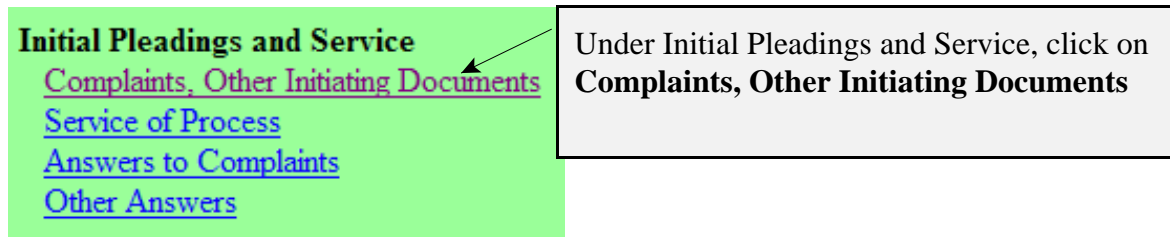


Figure 3

The following screen will display

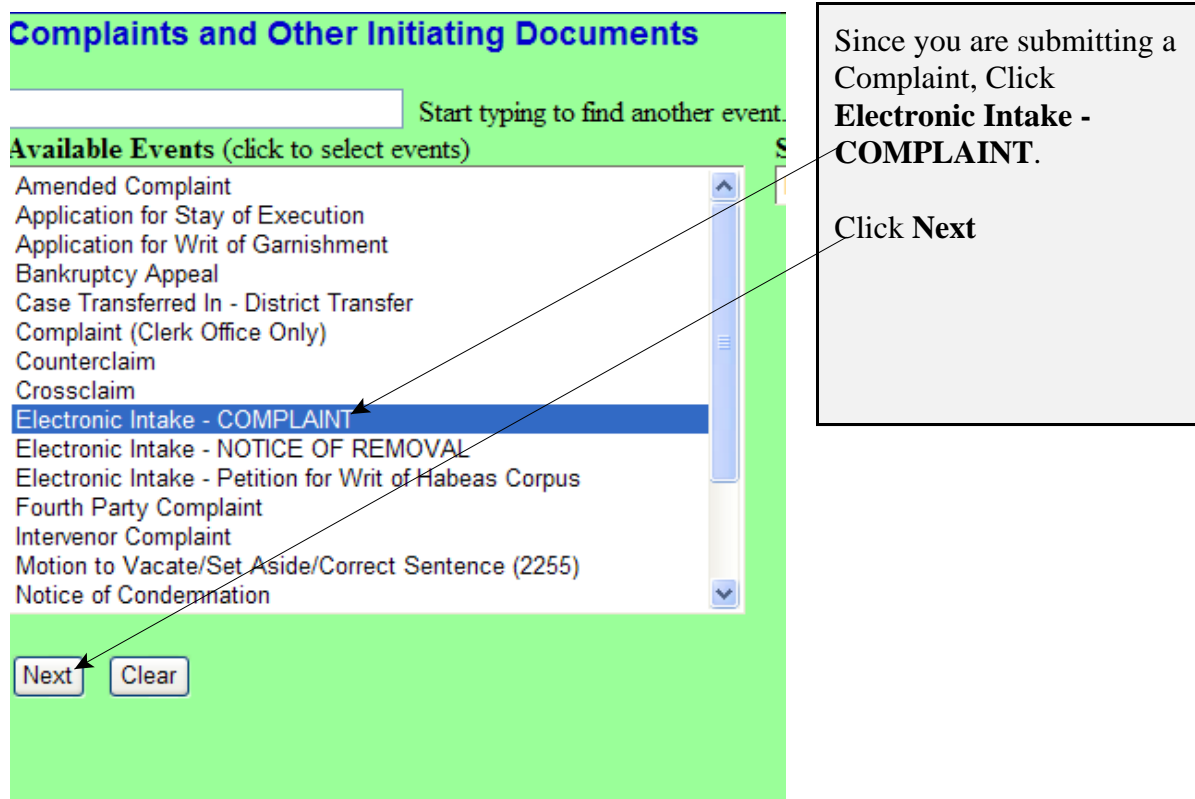
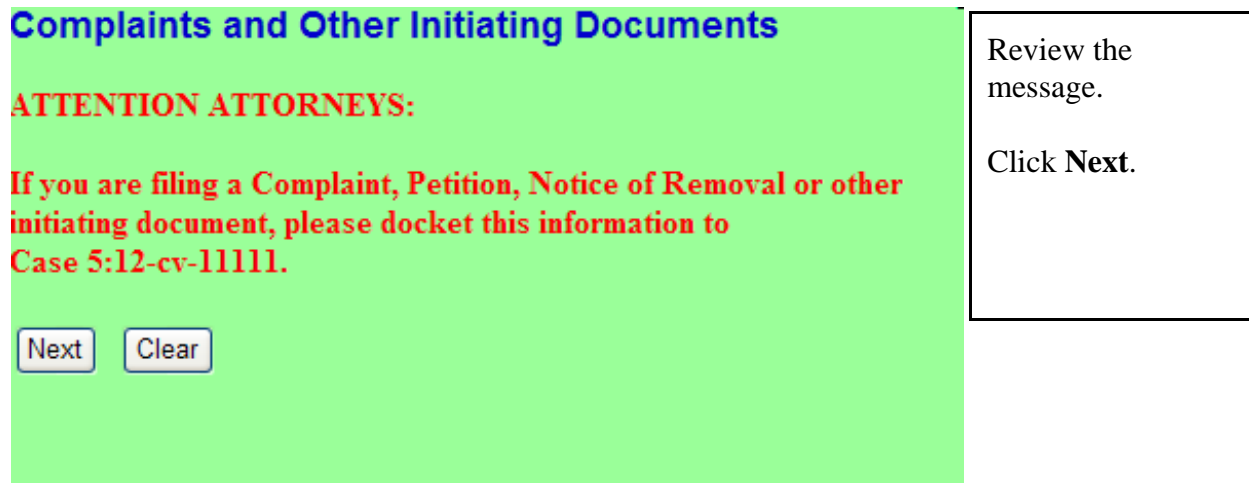


Figure 4

Step 3 - Entering the Electronic Intake Case Number

The following screen will display:



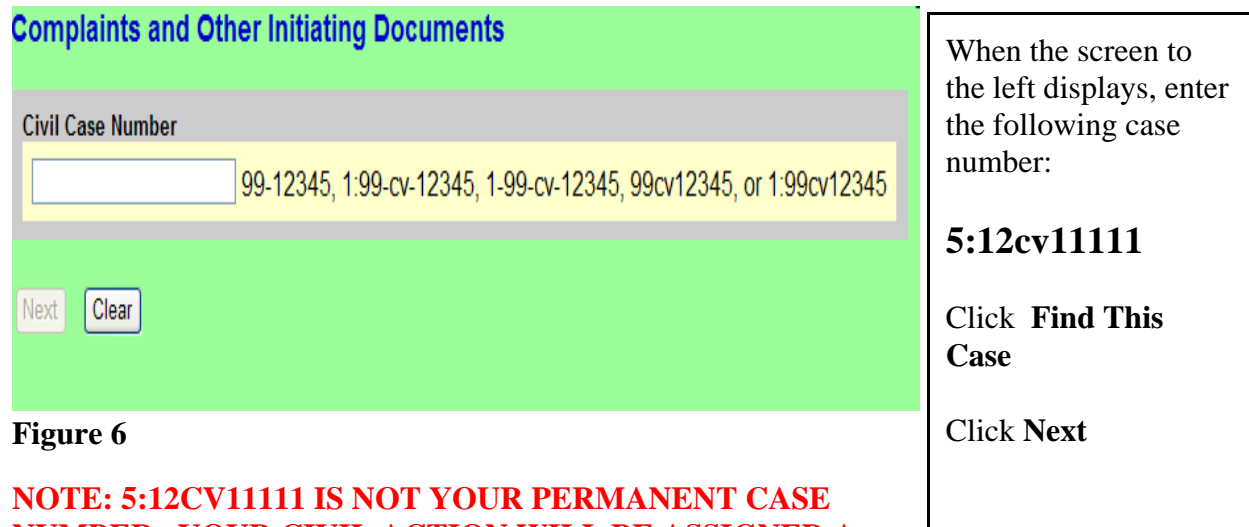
Complaints and Other Initiating Documents

ATTENTION ATTORNEYS:

If you are filing a Complaint, Petition, Notice of Removal or other initiating document, please docket this information to Case 5:12-cv-11111.

Review the message.
Click **Next**.

Figure 5



Complaints and Other Initiating Documents

Civil Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

When the screen to the left displays, enter the following case number:
5:12cv11111
Click **Find This Case**
Click **Next**

Figure 6

NOTE: 5:12CV11111 IS NOT YOUR PERMANENT CASE NUMBER. YOUR CIVIL ACTION WILL BE ASSIGNED A CASE NUMBER WITHIN 24 HOURS OF THE COMPLETION OF THIS PROCESS OR THE NEXT BUSINESS DAY. ALL SUBSEQUENT FILINGS MUST BE FILED IN YOUR PERMANENT CASE NUMBER.

Step 4 - Entering the Filer

Complaints and Other Initiating Documents
[5:12-cv-11111 Plaintiff v. Defendant](#)

Pick Filer

[Collapse All](#) [Expand All](#)

Defendant dft
Plaintiff pla

Select the filer.

Select the Party:

Defendant [dft]
Plaintiff [pla]

Next **Clear** **New Filer**

Note: You are opening the Electronic Intake case. It will always be styled **“Plaintiff v Defendant,”** regardless of the names or number of parties in your case.

Because you are submitting a Complaint, you will select **“Plaintiff”** as your filer.

Click **Next**.

Figure 7

Complaints and Other Initiating Documents
[5:12-cv-11111 Plaintiff v. Defendant](#)

ATTENTION ATTORNEYS:

If you are filing in
Case 5:12-cv-11111,
remove checks for association and notices

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

☒ Plaintiff (pty:pla) represented by Attorney-court (aty) ☐ Notice

Next **Clear**

Because you do not want to be associated with the Electronic Intake case,
Uncheck both boxes

Click **Next**

Figure 8

Step 5 - Selecting the party against whom you are filing.

Complaints and Other Initiating Documents
[5:12-cv-11111 Plaintiff v. Defendant](#)

Pick Party

[Collapse All](#) [Expand All](#)

Plaintiff pla
Defendant dft

Please select the party that this filing is **against**.

Select the Party: OR Select a Group:

Plaintiff [pla]
Defendant [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next **Clear** **New Party**

Because you are filing a Complaint, click **Defendant** as the party this filing is against.

Click **Next**

Figure 9

Step 6 - Statement regarding sealed cases.

Review the message (see Figure 10) and proceed accordingly.

Complaints and Other Initiating Documents
[5:12-cv-11111 Plaintiff v. Defendant](#)

If you are requesting a TRO or that this case be filed UNDER SEAL, DO NOT PROCEED ANY FURTHER. You must bring your case initiating documents to the Clerk's Office for filing.

Next **Clear**

Figure 10

Step 7 - Browsing for your documents.

Browse in your documents, just as you do when filing any document electronically. Each attached PDF document can be no larger than 7.0 MB. If your main document or an attachment is larger than 7.0 MB, you must split it into separate segments of 7 megabytes or smaller.

Complaints and Other Initiating Documents
[5:12-cv-11111 Plaintiff v. Defendant](#)

The documents required to be filed with this event are:

- (1) Complaint - filed as Main Document
- (2) Civil Cover Sheet - filed as an Attachment

The documents to be attached if applicable are:

- (3) Proposed Summons(es) - filed as an Attachment
- (4) IFP Documents - filed as an Attachment

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input data-bbox="657 1234 790 1266" type="button" value="Browse..."/>	<input type="text"/> <input data-bbox="1096 1234 1120 1266" type="button" value="v"/>	<input type="text"/>

Figure 11

When all documents have been selected, Click **Next**.

Step 8 - Entering the filing fee status.

Complaints and Other Initiating Documents
[5:12-cv-11111 Plaintiff v. Defendant](#)

Is this filed with an Application to Proceed Without Prepayment of Fees Y/N?

or

Is this application filed on behalf of the USA Y/N?

If you represent the USA, or if you seek leave of the court to proceed without prepayment of fees, type Y, then click **Next**.

Otherwise, type N, then click **Next**.

Figure 12**Step 9 - Paying the Filing Fee:** See Rule 3 of the Federal Rules of Civil Procedure regarding payment of fees.

If you answered “N” to the above question the following message will display.

Complaints and Other Initiating Documents
[5:12-cv-11111 Plaintiff v. Defendant](#)

FOLLOWING THE COMPLETION OF THIS FILING, CONTACT THE CLERK'S OFFICE IMMEDIATELY TO ARRANGE THE PAYMENT OF FEE.

Review message and Click **Next**

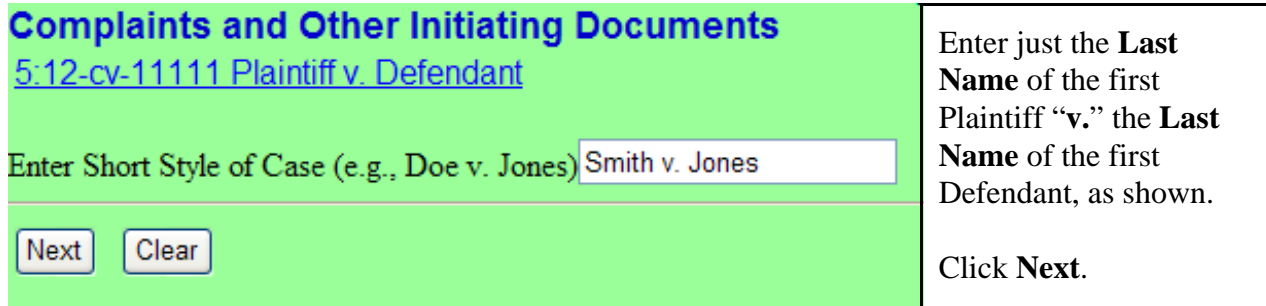
Figure 13

Complaints and Other Initiating Documents
[5:12-cv-11111 Plaintiff v. Defendant](#)

When the screen to the left displays, click **Next**.

Figure 14

Step 10 - Entering the Short Style of the case.



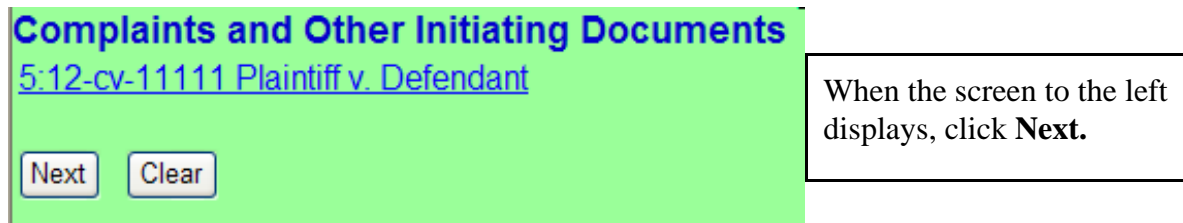
Complaints and Other Initiating Documents
[5:12-cv-11111 Plaintiff v. Defendant](#)

Enter Short Style of Case (e.g., Doe v. Jones)

Enter just the **Last Name** of the first Plaintiff “v.” the **Last Name** of the first Defendant, as shown.

Click **Next**.

Figure 15



Complaints and Other Initiating Documents
[5:12-cv-11111 Plaintiff v. Defendant](#)

When the screen to the left displays, click **Next**.

Figure 16

Step 11 - Committing the transaction.

The final text screen will appear as displayed below. Click **Next** to commit the transaction. **Do not log out of CM/ECF until the Notice of Electronic Filing (NEF) displays.** The NEF is your proof that the Court received your documents.



Complaints and Other Initiating Documents
[5:12-cv-11111 Plaintiff v. Defendant](#)

Docket Text: Final Text

COMPLAINT Smith v. Jones, filed by Plaintiff. (Attachments: # (1) Civil Cover Sheet)(Attorney-court,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Figure 17

Step 12 - Reviewing the NEF

The date on the NEF is the official filed date of your Complaint.

The full case opening process will be done by the Clerk's Office staff using this date as the official filed date of your civil action.

Complaints and Other Initiating Documents
[5:12-cv-11111 Plaintiff v. Defendant](#)

U.S. District Court
Northern District of West Virginia [Train]

Notice of Electronic Filing

The following transaction was entered by Attorney-court, on 12/12/2011 at 1:33 PM EST and filed on 12/12/2011

Case Name: Plaintiff v. Defendant
Case Number: [5:12-cv-11111](#)
Filer: Plaintiff
Document Number: [1](#)

Docket Text:
[COMPLAINT Smith v. Jones, filed by Plaintiff. \(Attachments: # \(1\) Civil Cover Sheet\)\(Attorney-court, \)](#)

5:12-cv-11111 Notice has been electronically mailed to:

5:12-cv-11111 Notice must be delivered by other means to:

Plaintiff

The following document(s) are associated with this transaction:

Document description: Main Document

Figure 18

NOTE: 5:12CV11111 IS NOT YOUR PERMANENT CASE NUMBER. YOUR CIVIL ACTION WILL BE ASSIGNED A CASE NUMBER WITHIN 24 HOURS OF THE COMPLETION OF THIS PROCESS OR THE NEXT BUSINESS DAY. ALL SUBSEQUENT FILINGS MUST BE FILED IN YOUR PERMANENT CASE NUMBER.